

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF EAST GULL LAKE, COUNTY OF CASS, STATE OF MINNESOTA
REGULAR SESSION
January 3, 2017
6:30 PM**

Mayor Kavanaugh called the January 3, 2017 regular Council meeting to order at 6:30 PM.
The pledge of allegiance was recited.

ROLL CALL

Present: Mayor Kavanaugh, Councilors Ruttger, and Hoffmann, City Administrator Mason, Planning Commission Chair Bruce Buxton, Wastewater Superintendent Jasmer, Administrative Assistant Schack

Absent: Councilor Lang

Audience: Zack Keyser

OATH OF OFFICE

Mayor Kavanaugh and Councilor Demgen recited the Oath of Office received by Administrator Mason. They signed the documents and Kathy Schack notarized the signatures.

ADOPTION OF AGENDA

4a. Additions: 7c Letter received; 10a Trail Extension Discussion

4b. Deletions: None

M/S/P, all ayes, Demgen, Hoffmann, to approve the agenda as presented

ADOPTION OF CONSENT AGENDA

M/S/P, all ayes, Councilors Demgen, Hoffmann; to approve the following Consent Agenda items:

5a. December 6, 2016 City Council Meeting Minutes

5b. Financial Report

- November, 2016 bank statement
- December, 2016 Check Register
 - Approved December, 2016 claims 19328 to 19361 for total amount of \$52,558.00
- Monthly Budget Report, Delinquent WW Customers Report

OPEN FORUM**

None

PLANNING & ZONING

7a. Squaw Point Road Assessments on Harstad property donation to City

Administrator Mason noted that there is a portion of property donated to the City from Marty Harstad. He noted that there were title opinions done on the property and he stated that there is a six-year assessment remaining on the property donated. It was noted that the City would look into forgiving that assessment. Mayor Kavanaugh stated that the issue should be brought to the City Attorney and back to the Council for approval at the next meeting.

7b. Fee Schedule review

Discussion ensued regarding the fees charged by the City for permitting. Comparison charges by other cities and counties were discussed. It was noted that our fees were relatively in line with those cities and counties around our area.

7c. Letter from Paul Sacs

Administrator Mason noted that the letter questioned the conduct of the public hearings for the Harstad project. He noted that the City Attorney recommended no response at this time as he would respond on behalf of the City.

WASTEWATER & ROAD REPORT

8a. Facility Plan Wastewater Committee meeting scheduled for January 25, 2017

Administrator Mason noted that Engineer Ledin will be giving more detailed information at the meeting. The City is still waiting for a necessary response from the MPCA before the City can move forward with the project.

PUBLIC SAFETY

No Report

PARK & TRAILS

10a. Administrator Mason noted that he will be attending a meeting with a park committee regarding the trail expansion. Discussion ensued regarding

PERSONNEL COMMITTEE

No Report

BUDGET COMMITTEE

No Report

MAYOR'S REPORT

13a. 2017 Appointments

Mayoral Appointments

- **Regular Meeting Dates:** First Tuesday of each month. (Note: Should Council be unable to convene on this date, changes will be posted in the Brainerd Dispatch & on the City Hall Bulletin Board notifying the date of change.)
- **Official Check Signers:** Dave Kavanaugh, Carol Demgen, and Rob Mason
- **Official Depository is designated as:** Bremer Bank
- **Official Newspaper is designated as the:** Brainerd Dispatch
- **Mileage Reimbursement Rate set as:** \$.535 per mile (IRS Rate)
- **Appointment of Acting Mayor:** Jim Ruttger
- **Official City Attorney:** Gammello, Qualley, Pearson & Mallak, PLLC
- **Weed Inspector:** Joel Jasmer
- **Board of Review Training:** Carol Demgen, Dave Kavanaugh

COMMITTEE APPOINTMENTS

- **Public Safety:** Neal Gaalswyk, Dave Kavanaugh, Rob Mason, Carol Demgen
- **Roads & Wastewater:** Abbey Pieper, Eric Peterson, Dennis Lang, Dave Kavanaugh, Jerry Stromberg
- **History Committee:** Linda Engel, Ruth Nelson
- **Personnel:** Jim Ruttger, Carol Demgen
- **Planning & Zoning:** Eunice Wiebolt, Marty Halvorson

- **Parks & Trails:** Scott Hoffmann, Mark Kavanaugh, Neal Gaalswyk, Jim Demgen
- **Budget:** Jim Ruttger, Carol Demgen, Herm Schley, Tim Bergin

M/S/P, all ayes, Councilors Ruttger, Demgen to approve request for the appointments as stated.

CITY ADMINISTRATOR REPORT

14a. Resolution 01:01-17 – Raffle for Brainerd Public Schools Foundation at Cragun’s Legacy on February 4, 2017

Ayes by roll call vote: Councilors Demgen, Hoffmann, Ruttger, Mayor Kavanaugh, approval to adopt Resolution 01: 01-17; absent: Lang

14b. 2016-2017 Summary Budget Data for publishing

SUMMARY BUDGET DATA		
Revenues	2016 Adopted Budget	2017 Adopted Budget
Property Taxes	\$646,007.00	\$677,107.00
Licenses and Permits	\$19,650.00	\$16,400.00
Miscellaneous Revenues	\$71,262.79	\$68,474.04
Wastewater Revenues	\$494,828.00	\$496,328.00
State Aid	\$7,945.50	\$4,741.00
Interest	\$160.00	\$75.00
Airport Revenues	\$3,000.00	\$2,600.00
Cash	\$16,049.43	\$16,287.09
Total Revenues	\$1,258,902.72	\$1,282,012.13
Expenditures		
General Government	\$153,635.06	\$149,389.46
Planning & Zoning	\$76,044.02	\$79,122.81
Public Safety	\$37,941.00	\$42,650.00
Roads, Streets, Highway	\$102,017.32	\$102,175.36
Wastewater Expenditures	\$518,447.90	\$518,610.76
GO Bond Roads Expenses	\$328,517.42	\$287,720.74
GO Bond WW Expenses	\$23,250.00	\$55,384.00
Parks and Recreation	\$21,050.00	\$24,409.00
Capital Outlay WW	\$16,000.00	\$18,000.00
Airport Expenditures	\$5,250.00	\$4,550.00
Total Expenditures	\$1,282,152.72	\$1,282,012.13

M/S/P, all ayes, Councilors Ruttger, Demgen to approve request for publication of the Summary Data.

14c. 2017 City of East Gull Lake Meeting Schedule

M/S/P, all ayes, Councilors Hoffmann, Demgen to approve request for adoption of the 2017 meeting schedule.

14d. Liquor License Charges

Mayor Kavanaugh noted that the City liquor charges have not been increased over 20 years. Councilor Demgen noted that the increase should be relative to at least the \$1500.00 that Cass County charges. Discussion ensued regarding the justification of charging more due to the fact that there is a small amount of staff time used to procure the licenses.

Motion was made by Councilors Demgen to approve request for an increase to \$1500.00, was not seconded, motion failed.

14e. LMCIT 2016 Property/Casualty Dividend

Administrator Mason reviewed the dividend received from the insurance.

14f. Local Board of Review – Individual Certification Reporting to Cass County Assessor

Mayor Kavanaugh and Carol Demgen both need to take the training before February 1, 2016.

OLD BUSINESS

None

NEW BUSINESS

None

NEXT REGULAR SESSIONS OF CITY COUNCIL/OTHER MEETINGS

Planning and Zoning MeetingTuesday, January 31, 2017 at 6:30pm
City Council Meeting Tuesday, February 07, 2017 at 6:30pm
Wastewater & Road Committee Meeting..... Wednesday, January 25, 2017 at 3:00pm

M/S/P, all ayes, Ruttger, Hoffmann, to adjourn the meeting

Transcribed by East Gull Lake Administrative Assistant
Kathy Schack

These minutes are paraphrased and are not written word for word.

***CONSENT AGENDA ITEMS** are considered to be routine and noncontroversial by the Council and will be approved by one motion. There will be no separate discussion for decision of these items unless a Councilmember, staff member, or citizen so requests due to a speculative controversy, in which case the item will be removed from the consent agenda and considered under the regular agenda.

****OPEN FORUM** allows the public to speak to the Council regarding issues that are not on the agenda.